



**Greenvale School
Supporting Students with Long-Term
Medical Conditions Policy**

**Signed: February 2021
Next Review date: February 2024**

Supporting Students with Long-Term Medical Conditions Policy

Context

We believe this policy relates to the following legislation:

- Medicines Act 1968
- Misuse of Drugs Act 1971
- Health and Safety Act 1974
- Children Act 1989
- Education Act 1996
- Education Act 2002
- Children 2004
- The NHS Act 2006
- Equality Act 2010
- School Premises (England) Regulations 2012 (as amended)
- Children and Families Act 2014

The following documentation is also related to this policy:

- The Special Needs and Disability (SEND) Code of Practice (2020)
- Supporting pupils at school with medical conditions (2015)

We have a legal duty under the Children and Families Act 2014 to support students with long-term medical conditions such as diabetes, asthma and epilepsy, and we will ensure that these children have full access to the curriculum, all sporting activities and educational visits so that they can play a full and active role in school.

We will work closely with parents/carers, health and social care professionals to ensure effective individual health care plans, monitoring, reviewing and updating procedures are in place to support students with long-term medical conditions.

We want parents/carers to feel confident and reassured that we are providing effective support that involves:

- having good links with local health and social care services
- allowing students easy access to their inhalers and medication
- administering medication when and where necessary
- not ignoring the views of students, parents/carers and medical professionals
- allowing students to participate in all curriculum, sporting and school activities
- providing assistance when a student becomes ill
- allowing students with medical conditions to take drinking, eating or toilet breaks when and where necessary
- not penalising a student for poor attendance due to their medical condition
- dealing with students social and emotional problems linked to their medical condition
- building confidence and promoting self-care

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To support students with long-term medical conditions such as diabetes, asthma and epilepsy.
- To ensure students with long-term medical conditions have full access to education, all sporting activities and educational visits so that they can play a full and active role in school.
- To ensure effective individual health care plans are in place.
- To share good practice within the school.
- To work with other schools to share good practice in order to improve this policy.

Administration of Medication Greenvale School

The parents/carers of any student requiring medication to be administered during the school day must complete the medications form which is available on the school website. Medications can only be administered if they have a pharmacy label with the correct name, date of birth and dosage. All medications are returned home at the end of the school year in July. It is the parent/carers responsibility to ensure the medications are in date and replaced when necessary.

Support Staff all have the administration of emergency medications in their job description. A teacher undertaking this role is purely on a voluntary basis and individual decisions will be respected. Appropriate training will be provided to any member of the school personnel who fulfills this role.

All medications are stored in a locked medication cupboard located in the medical room. The record of administration is determined by NHS systems and procedures.

Regular Medications

All long and short term medications, gastronomy feeds and water are ministered by the NHS nursing staff team. Occasionally, other staff are given permission to administer medication and/or water and gastro feeds such as the leadership team, or other staff for example on school visits.

Students requiring medial support throughout the day

Some of our students need additional medical support throughout the day. Some of our support staff are trained in tracheostomy care, and provide 1:1 support for students with a tracheostomy. This is funded as per the students EHCP by the NHS Clinical Commissioning Group. We also have several students who require 1:1 full time nursing support, which is staffed and funded as per the students EHCP by NHS Clinical Commissioning Group.

Greenvale Staff are responsible for the care and management of all regular diabetes and asthma support. This includes regular diabetes checks for students, and the giving of preventative asthma medication as per students NHS Care Plan.

Emergency Medications

All emergency medications are administered by school staff. This includes giving emergency medication for epilepsy and allergies such as Buccal Midazolam, Oxygen, Paraldehyde and adrenaline (EpiPen). Likewise, diabetes and asthma emergency management is the responsibility of the school.

The administration of emergency medication and the management of other medical conditions are fully based on the contents of the medical Care Plan, which has been created by NHS staff in conjunction with the parent/carer. Once this has been agreed the plan is signed by the Deputy Head Teacher, the parent/carer and the NHS staff.

Staff are trained by the NHS in the administration of emergency medication on an annual basis and refreshers provided when necessary. Staff should always follow the instructions on the Care Plan and never deviate from this. Emergency medication is stored securely in the medical room along with the care plan. If it is necessary to administer medication in an emergency additional support should be called for by pressing the assistance alarm as this is always given with a second adult present.

Any medication given by Greenvale staff should be recorded on the appropriate record sheet. Parents/carers should be formed as soon as possible after the medication has been given.

Emergencies

Medical emergencies will be dealt with under the school's emergency procedures.

Where an individual Care Plan is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.
- If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that children with long-term medical conditions have the same rights to admission as other children;

- responsibility for ensuring individual health care plans, procedures and systems are properly and effectively implemented;
- responsibility for ensuring training is in place for relevant school personnel who support children with long-term medical conditions;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents/carers;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher and Senior Leadership Team

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel, students and parents are aware of and comply with this policy;
- provide the necessary support for students with long-term medical conditions;
- ensure all students with long-term medical conditions have full access to the curriculum, all sporting activities and school activities;
- ensure individual healthcare plans are in place;
- ensure relevant school personnel are made aware of children with long-term medical conditions;
- ensure relevant school personnel are made aware of all individual healthcare plans;
- ensure insurance cover supports all students with long-term medical conditions;
- ensure school personnel are appropriately insured;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Individual Care Plans

Individual Care Plans are devised by the school nursing team with parents/carers and appropriate medical staff. A school senior leader (usually the Deputy Headteacher) signs agreement that we are able to carry out the Care Plan as written.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- not administer medications without the appropriate training;
- not undertake healthcare procedures without the appropriate training;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- work in partnership with the school;
- provide up to date medical information of their child's condition;
- be involved in discussions regarding medical support and individual healthcare plan for their child;
- provide the appropriate medication for the school to administer;
- ensure medications are in good supply;
- provide any specialist equipment;
- ensure their contact details are kept up to date;
- ensure that all emergency contacts are current;
- be made aware of the Complaints procedures policy if they should need to use it;
- comply with this policy for the benefit of their children;

Role of Healthcare Professionals

Healthcare professionals such as school nurses, pediatricians' and general practitioners will provide:

- advice on developing individual healthcare plans;
- information about medical conditions;
- support for children with particular conditions;
- training for school personnel

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- meetings with parents/cares such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- meetings with school personnel
- reports such as Headteacher reports to the Governing Body

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy which specifically covers:
 - awareness of the medical condition(s) in question
 - administering medication
 - confidentiality
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

We as a school community have a commitment to promote equality. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

Other Information

- Care plans are available in class or from the medical room or deputy's office.
- Any medication administered will be recorded and signed for.
- Medication is sent home at the end of each academic year and should be returned by parents/carers at the beginning of the following year (September)
- Medication that is out of date is sent home for parents/carers to dispose of
- Where a student has an individual Care Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
- If a student needs to be taken to hospital, staff should stay with the student until the parent arrives, or accompany a student taken to hospital by ambulance.
- If a student refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual

Care Plan. Parents/carers should be informed so that alternative options can be considered.

- where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours the school only accepts prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments

Agreed remotely 25th February 2021

Appendix

Statutory guidance: Supporting pupils with medical conditions: links to other useful resources. DfE, Updated 16 August 2017

1. Departmental guidance and advice

- [Special educational needs and disability code of practice 0 to 25](#)
- [The early years foundation stage](#) - sets out specific requirements on early years settings in managing medicines for children under 5 years of age
- [Working together to safeguard children](#) - statutory guidance on inter-agency working
- [Safeguarding children: keeping children safe in education](#) - statutory guidance for schools and colleges
- [Ensuring a good education for children who cannot attend school because of health needs](#) - statutory guidance for local authorities
- [Drug advice for schools](#) - published by DfE/Association of Chief Police Officers, this document provides advice on controlled drugs
- [Home to school transport](#) - statutory guidance for local authorities
- [Equality Act 2010: advice for schools](#) - to help schools understand how the Act affects them
- [School Admissions Code 2012](#) - statutory guidance that schools must follow when carrying out duties relating to school admissions
- [Health and safety](#) - advice for schools covering activities that take place on or off school premises, including school trips
- [Alternative provision](#) - statutory guidance for local authorities and headteachers and governing bodies of all educational settings providing alternative provision
- [First aid](#) - departmental advice on first aid provision in schools
- [Automated external defibrillators \(AEDs\)](#) - how schools can buy, install and maintain an automated external defibrillator
- [School exclusion](#) - statutory guidance for maintained schools, academies and pupil referral units (PRUs)
- [School premises](#) - departmental advice to help schools and local authorities understand their obligations in relation to the School Premises Regulations 2012
- [Mental health and behaviour in schools](#) - departmental advice to help schools identify and support those pupils whose behaviour suggests they may have unmet mental health needs
- [Department for Education](#) - contact details

2. Associated resources and organisations - wider government

- [NHS Choices](#) - provides an A to Z of health conditions and medicines
- [Managing children with health care needs: delegation of clinical procedures, training and accountability issues](#) - published by the Royal College of Nursing in 2008, this document highlights the clinical procedures which could be safely taught and delegated to unregistered health and non-health qualified staff
- [Getting it right for children, young people and families](#) - provides information on the Department of Health vision for the role of the school nurse

- [The NHS Information Prescription Service](#) - part of NHS Choices, this service provides personalised information on health conditions that parents may wish to share with schools
- [Health and Safety Executive](#) - this website covers schools (state-funded and independent), further education establishments and higher education institutions.
- [School trips and outdoor learning activities: dealing with the health and safety myths](#) - provides information for managers and staff in local authorities and schools
- [Standards for medicines management \(2010\)](#) - produced by the Nursing and Midwifery Council this document sets standards for nurses, including over delegation of the administration of medicinal products
- [Healthy child programme 5 to 19](#) - this good practice guidance sets out the recommended framework of universal and progressive services for children and young people to promote health and wellbeing
- [Directors of children's services: roles and responsibilities](#) - statutory guidance for local authorities with responsibility for education and children's social services functions
- [Commissioning regional and local HIV sexual and reproductive health services](#) - guidance for commissioners of HIV, sexual and reproductive health services: includes prevention, treatment, information, advice and support
- [Protocol for emergency asthma inhalers in schools](#)
- [Department of Health](#) - contact details

3. Associated resources and organisations - external

- [Advice about emergency healthcare plans](#)
- [The School and Public Health Nurses Association \(SAPHNA\)](#) is dedicated to the health of children and young people in their communities
- [HeadMeds](#) - provides information about mental health medication for young people and to answer the difficult questions that young people may have about their medication but may not feel comfortable asking an adult or professional about
- [Medical conditions at school partnership](#) - includes an example school policy, a form for a healthcare plan, other forms for record keeping, and information on specific health conditions
- [The Council for Disabled Children \(2014\)](#) has published 2 practical handbooks to help local authorities, schools, early years settings and health providers develop policies and procedures to ensure that children with complex health and behavioural needs can access education, healthcare and childcare:
 - [Dignity and Inclusion: making it work for children with complex health care needs](#)
 - [Dignity and Inclusion: making it work for children with behaviour that challenges](#)
- [The Health Education Trust \(HET\)](#) - promotes the development of health education for young people
- [Mencap](#) provides support to people with learning disabilities, their families and carers
- [Contact a Family](#) provides support to the families of disabled children whatever their condition or disability

- [UNISON](#) - offers advice, support and help for school support staff at work, as well as providing training opportunities and welfare services
- [Medicines for Children](#) provides information about a wide range of medicines prescribed to children. It is run by the Royal College of Paediatrics and Child Health (RCPCH), the Neonatal and Paediatric Pharmacists Group (NPPG) and WellChild

4. Associated resources and organisations - medical conditions

- [Diabetes UK](#) – supports and campaigns for those affected by or at risk of diabetes
- [Children’s Heart Federation](#) - a children’s heart charity dedicated to helping children with congenital or acquired heart disease and their families in Great Britain and Northern Ireland
- [Education and Resources for Improving Childhood Continence \(ERIC\)](#) supports children with bladder and bowel problems and campaigns for better childhood continence care
- [Anaphylaxis Campaign](#) - supports people at risk from severe allergic reactions (anaphylaxis)
- [British Heart Foundation](#) - supporting those suffering from heart conditions
- [Little Hearts Matter](#) - offers support and information to children, and their families, with complex, non-correctable congenital heart conditions
- [CLIC Sargent](#) - a cancer charity for children and young people, and their families, which provides clinical, practical and emotional support to help them cope with cancer
- [Sickle cell and Young Stroke Survivors](#) - supports children and young people who have suffered a stroke or at risk of stroke as a result of sickle cell anaemia
- [Coeliac UK](#) - supports those with coeliac disease for which the only treatment is a gluten-free diet for life. The Coeliac UK website offers guidance and advice to everyone involved with supporting a child with coeliac disease in school, including training and tips for caterers as well as parents
- [The Association of Young People with ME](#) - supports and informs children and young people with ME (myalgic encephalomyelitis)/CFS (chronic fatigue syndrome), as well as their families, and professionals in health, education and social care
- [The Migraine Trust](#) - a health and medical research charity which supports people living with migraine
- [Migraine Action](#) - an advisory and support charity for children and adults with migraine and their families
- [Stroke Association](#) - supports families and young people affected by stroke in childhood
- [Young Epilepsy](#) - supports young people with epilepsy and associated conditions
- [Asthma UK](#) - supports the health and wellbeing of those affected by asthma
- [Epilepsy Action](#) - seeks to improve the lives of everyone affected by epilepsy
- [East of England Children and Young People Diabetes Network](#) - provide diabetes guidelines for schools, colleges and early years settings